

Subject: IMPORTANT INFORMATION ABOUT YOUR W-2 STATEMENT

The Department of the Interior's National Business Center has contracted with the TALX Corporation to provide an additional electronic service for our employees. Beginning the week of February 9, employees will be able to electronically request a replacement W2 if the original was lost, stolen or never received. Replacement W2's will be available to individual employees through www.employeeexpress.gov. Once logged on to Employee Express, the employee can click on "The Work Number Proof of Employment and Income" button. This provides a link to The Work Number web site where the employee can request that a duplicate W2 be sent to a fax number, mailed to the home address or an alternate address, or downloaded to the PC for printing on a local printer. In addition, the employees can import W2 data directly into TurboTax, H&R Block, ezTaxReturn, and CCH CompleteTax beginning February 9, but will be required to enter the Bureau of Land Management's code 10737, your Social Security Number, and a PIN number consisting of the last four digits of your social security number and the full year of your birth.

All active employees currently have access to the www.employeeexpress.gov web site using the PIN provided by Employee Express. If employees cannot locate their original PIN, a new PIN can be reissued immediately by answering a series of identifying questions at www.employeeexpress.gov.

All inactive employees may request reissue W2's directly through The Work Number, www.theworknumber.com or 1-800-367-2884. You will be required to enter the Bureau's code 10737, your Social Security Number, and a PIN number consisting of the last four digits of your social security number and the full year of your birth.

Once you have requested your reissue W2, you will be given a confirmation number. You can check the status of your request by revisiting the web site entering your confirmation number.

Questions or problems with Employee Express can be directed to the Employee Express help desk at 478-757-3030 or via email to eexhelp@opm.gov. Problems with The Work Number reissue service should be directed to The Work Number Client Service Center at 1-800-996-7566. Any questions concerning the data on your W2 should be addressed to your payroll contact.

Hard copy W2's are currently being mailed to all employees with a completion expected well before the January 31, 2004 deadline.

Access Information

Access to W-2 eXpress through The Work Number:

- www.theworknumber.com
- 1-800-367-2884

Access to W-2 eXpress through Employee Express:

- www.employeeexpress.gov
- 1-800-827-6254